

# CITY OF BURIEN, WASHINGTON MEMORANDUM

**DATE:** August 13, 2008  
**TO:** Mayor McGilton and City Council  
**FROM:** Scott Greenberg, AICP, Community Development Director  
**SUBJECT:** Quarterly Permit Activity Report—2nd Quarter 2008

## 1. CONSTRUCTION-RELATED PERMITS ISSUED—QUARTERLY:

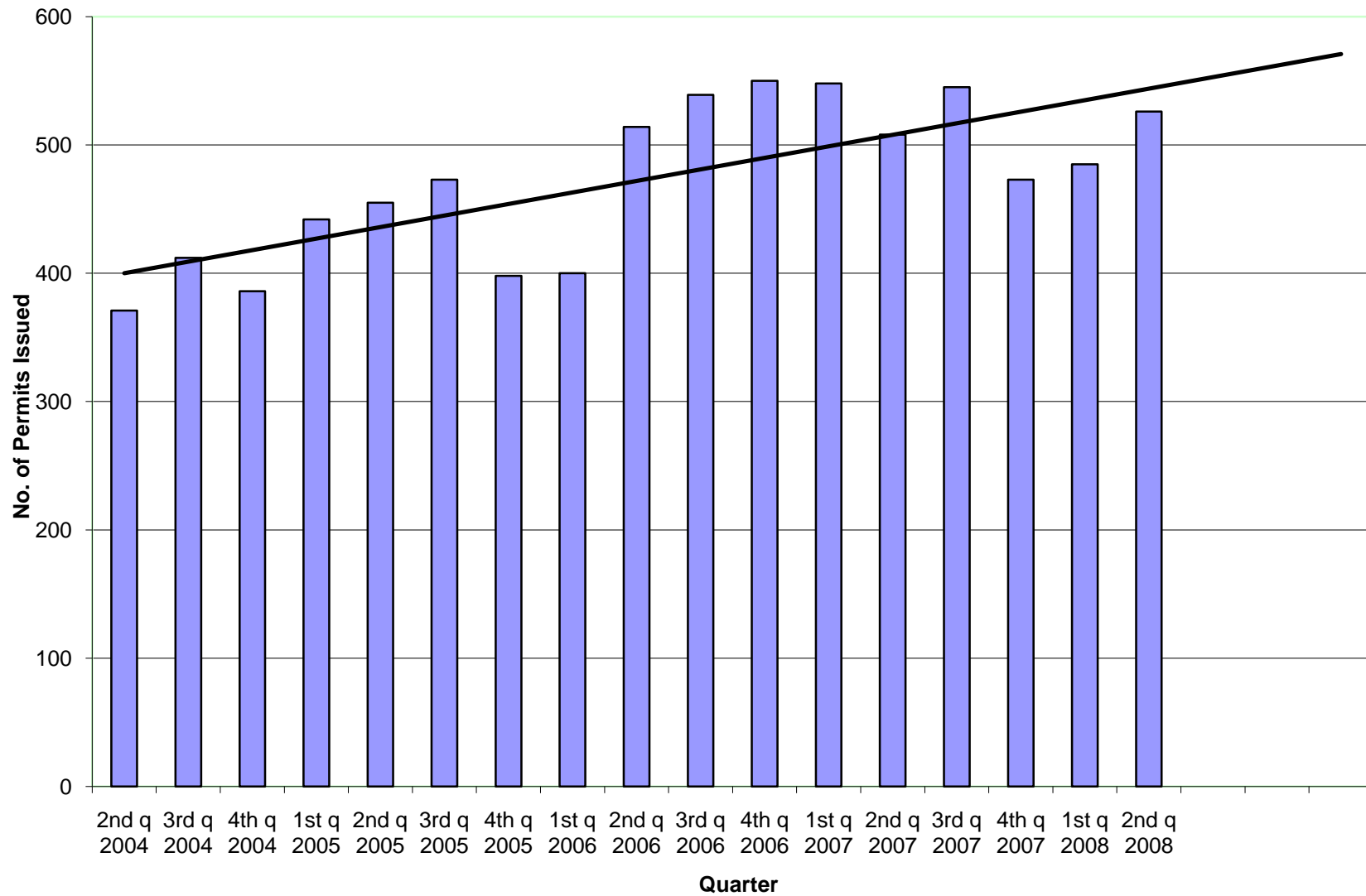
The chart below shows the number of different construction-related permits issued over the past two years, along with the revenues generated by those permits. The first half of 2008 set several records for permitting including highest construction valuation (\$66.6 million) and most number of building permits issued (279). The construction valuation for the 2<sup>nd</sup> quarter was also a record (\$54.8 million) and was higher than the construction valuation for all of 2005. These figures were driven by a few large projects: new construction at Highline Hospital and Town Square and major renovations at The Heights of Burien (138<sup>th</sup> and Ambaum).

ISSUED PERMITS	1st q 2006	2nd q 2006	3rd q 2006	4th q 2006	1 <sup>st</sup> q 2007	2nd q 2007	3rd q 2007	4th q 2007	1st q 2008	2nd q 2008
Building	52	117	128	98	62	100	92	81	123	156
Demolition	2	2	3	2	12	8	15	5	10	13
Electrical	137	162	150	178	242	191	187	165	156	168
Fire Protection	16	13	16	20	25	8	24	19	14	20
Mechanical	64	61	73	66	61	61	65	66	49	47
Plumbing	30	30	33	42	21	26	28	42	39	28
Right-of-Way	73	90	95	113	107	85	108	72	74	72
Sign	26	39	41	31	18	29	26	23	20	22
<b>TOTALS</b>	<b>400</b>	<b>514</b>	<b>539</b>	<b>550</b>	<b>548</b>	<b>508</b>	<b>545</b>	<b>473</b>	<b>485</b>	<b>526</b>
Revenues	\$149,498	\$247,229	\$305,063	\$304,006	\$295,110	\$229,807	\$177,751	\$213,513	\$243,162	\$443,654
Valuation (\$millions)	\$6.031	\$25.082	\$21.835	\$12.360	\$37.016	\$16.685	\$25.180	\$18.695	\$11.840	\$54.762

## CONSTRUCTION-RELATED PERMITS ISSUED--ANNUAL SUMMARY:

	2005	2006	2007	2008 (thru 6/30)
Permits Issued	1768	2003	2074	1011
Total Revenues	\$683,345	\$1,005,796	\$916,181	\$686,816
Total Valuation	\$39,484,000	\$65,308,000	\$97,574,866	\$66,602,000

## Quarterly Permit Issuance



## 2. CONSTRUCTION-RELATED PERMITS—PROGRESS IN MEETING TARGET APPROVAL DATES

The Community Development Department has adopted a set of “target approval dates” for the review and approval of many of our construction-related permits. These timelines are goals that we strive to meet on a daily basis. We have been tracking progress in meeting these goals since October, 2006. The following chart shows types of permits that are being tracked along with the review target and what percentage of these permits were reviewed and approved within the established target. In the 2nd quarter we issued 95% of permits “on-time”. The review periods exclude time the city was waiting for an applicant to respond to a correction letter, and time the applicant requested we hold the permit after it was approved for issuance (common with large multi-permit projects)..

ISSUED PERMITS	Target Approval Date	1 <sup>st</sup> q 2007	2 <sup>nd</sup> q 2007	3 <sup>rd</sup> q 2007	4 <sup>th</sup> q 2007	2007 Totals	1 <sup>st</sup> q 2008	2 <sup>nd</sup> q 2008
<b>Building Permits</b>								
Single-Family New	6 weeks	83%	89%	82%	86%	<b>85%</b>	80%	56%
Single-Family Addition	6 weeks	100%	96%	100%	93%	<b>97%</b>	100%	94%
Single-Family Remodel	4 weeks	100%	89%	88%	96%	<b>92%</b>	97%	95%
Multi-Family/Commercial New	10 weeks	100%	50%	100%	n/a	<b>80%</b>	100%	83%
Multi-Family/Commercial Tenant Improvement	6 weeks	93%	100%	100%	100%	<b>99%</b>	93%	94%
<b>Building Permits--TOTAL</b>		<b>95%</b>	<b>93%</b>	<b>92%</b>	<b>96%</b>	<b>94%</b>	<b>94%</b>	<b>92%</b>
<b>Other Permits</b>								
Electrical Permits	<i>Plan review not required: Same day approval Plan review required: 4 weeks</i>	100%	100%	100%	99%	<b>100%</b>	98%	98%
Mechanical Permits	<i>Plan review not required: Same day approval Plan review required: 4 weeks</i>	100%	92%	100%	100%	<b>98%</b>	96%	100%
Plumbing Permits	<i>Plan review not required: Same day approval Plan review required: 4 weeks</i>	100%	100%	93%	95%	<b>97%</b>	95%	93%
Sign Permits	2 weeks	100%	97%	92%	83%	<b>93%</b>	100%	95%
<b>ALL PERMITS</b>		<b>99%</b>	<b>97%</b>	<b>97%</b>	<b>97%</b>	<b>98%</b>	<b>97%</b>	<b>95%</b>

### 3. E-PERMITS

In the 4<sup>th</sup> quarter of 2006, the City began accepting and issuing simple electrical, mechanical, plumbing and re-roof permit applications online through <http://www.mybuildingpermit.com>. Online submittal and issuance of permits is an expanding technology that directly benefits our customers.



As shown below, the number of applications being submitted and issued online has been increasing over the past 12 months. The percentages shown are percent of the total number of permits of that type that were issued. Not all permits or permit types are currently eligible for online permitting (such as building permits, sign permits and other permits that require plan review). While our number of online permits currently represent a small portion of the total permits we issue, we expect online use to continue to grow and are working with our e-gov alliance partners to expand the online permit program to other types of permits. We are about average compared to our e-gov partners in the percentage of permits being submitted online.

E-PERMITS ISSUED	4 <sup>th</sup> q 2006	1 <sup>st</sup> q 2007	2 <sup>nd</sup> q 2007	3 <sup>rd</sup> q 2007	4 <sup>th</sup> q 2007	2007 Totals	1 <sup>st</sup> q 2008	2 <sup>nd</sup> q 2008
Building (Re-roof)	0	0	0	1	1	2	6	0
Electrical	6 (4%)	10 (4%)	27 (14%)	33 (17%)	26 (16%)	96 (13%)	35 (22%)	32 (20%)
Mechanical	6 (10%)	23 (38%)	21 (34%)	28 (32%)	32 (48%)	104 (46%)	25 (58%)	26 (60%)
Plumbing	8 (20%)	6 (30%)	7 (27%)	7 (25%)	11 (26%)	31 (32%)	15 (63%)	7 (29%)
<b>TOTALS</b>	<b>20 (5%)</b>	<b>39(10%)</b>	<b>55 (13%)</b>	<b>69 (25%)</b>	<b>70 (26%)</b>	<b>233 (22%)</b>	<b>75 (46%)</b>	<b>65 (29%)</b>

### 4. MAJOR CONSTRUCTION PERMITS ISSUED IN 2ND QUARTER (over \$400,000 valuation; excluding single-family):

Permit No.	Address	Project or Applicant	Project Description	Valuation	Issued
BLD-07-2256	400 SW 152 <sup>nd</sup> St.	Burien Library/City Hall	Building permit for new Library/City Hall	\$12,312,000	4/24/08
PLM-07-2245	15100 6 <sup>th</sup> Av. SW	Burien Town Square	Plumbing permit for Parcel 1	\$2,149,000	5/27/08
BLD-08-0690	16251 Sylvester Rd. SW	Highline Community Hospital	Building permit for new Medical Office Building/Birch Wing	\$22,575,000	5/28/08
BLD-08-0343	215 So. 160 <sup>th</sup> St.	162 <sup>nd</sup> St. LLC	Clearing and grading permit for mixed-use project	\$800,000	5/30/08
MEC-08-0619	400 SW 152 <sup>nd</sup> St.	Burien Library/City Hall	Mechanical permit for new Library/City Hall	\$1,200,000	6/18/08
PLM-08-0620	400 SW 152 <sup>nd</sup> St.	Burien Library/City Hall	Plumbing permit for new Library/City Hall	\$600,000	6/18/08
DMO-08-0695	16251 Sylvester Rd. SW	Highline Community Hospital	Demolition permit for new Medical Office Building/Birch Wing	\$500,000	6/18/08
BLD-08-0697	16251 Sylvester Rd. SW	Highline Community Hospital	Clearing and grading permit for new Medical Office Building/Birch Wing	\$3,200,000	6/18/08

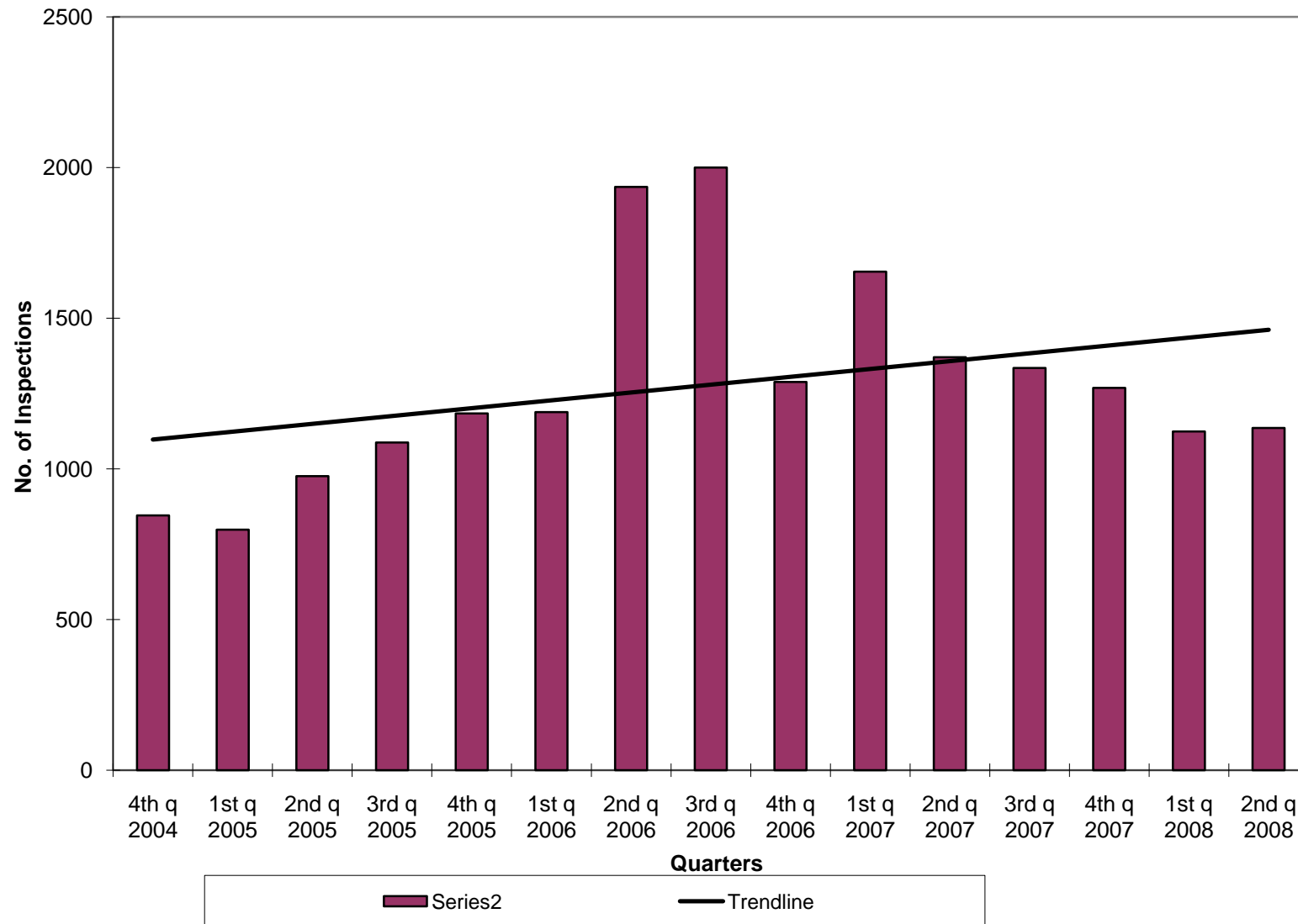
## 5. CONSTRUCTION INSPECTIONS:

Burien has three full-time inspectors. These inspectors perform a variety of building, electrical, plumbing and mechanical inspections. The inspectors spend an average of 5 hours per day on inspections and related activities (such as entering inspection results, communication with applicants, driving between inspections, etc.) and about 3 hours per day answering phone calls, doing plan reviews and assisting at the permit counter. Each inspection averages 45 minutes to an hour (or more for large commercial projects), allowing for an average of up to 5 to 7 inspections per day per inspector. During peak times or vacations, 10-15 inspections per day are common. This reduces the amount of time the inspectors can spend in City Hall with their other duties.

Currently, inspection requests are called into a voice mail system (206-248-5525), where they are manually removed and written on paper by the inspectors. At the end of each day, the inspection information is manually entered into our tracking system. We are working with our e-gov alliance partners on an online inspection request system that could eventually be fully integrated with our tracking system—eliminating the manual entry of inspection requests. A future addition could be wireless laptop computers for each inspector, who can enter information in the field, directly into the tracking system.

<b>INSPECTIONS</b>	<b>2005 Totals</b>	<b>1st q 2006</b>	<b>2nd q 2006</b>	<b>3rd q 2006</b>	<b>4th q 2006</b>	<b>2006 Totals</b>	<b>1<sup>st</sup> q 2007</b>	<b>2nd q 2007</b>	<b>3rd q 2007</b>	<b>4th q 2007</b>	<b>2007 Totals</b>	<b>1<sup>st</sup> q 2008</b>	<b>2<sup>nd</sup> q 2008</b>
No. of Inspections	<b>4046</b>	1189	1936	2000	1289	<b>6414</b>	1655	1371	1335	1269	<b>5630</b>	1124	1136
No. of work days	<b>251</b>	62	64	63	60	<b>249</b>	62	64	63	62	<b>251</b>	62	64
Average No. of inspections per day per inspector	<b>8.1</b>	6.4	10.1	10.6	7.2	<b>8.6</b>	8.9	7.1	7.1	6.8	<b>7.5</b>	6.0	5.9
No. of inspectors	<b>2.0</b>	3.0	3.0	3.0	3.0	<b>3.0</b>	3.0	3.0	3.0	3.0	<b>3.0</b>	3.0	3.0

### Inspections Per Quarter



## 6. NORMANDY PARK PLAN REVIEWS AND INSPECTIONS:

In January, 2006, Burien began providing plan review and inspection services to the City of Normandy Park. These services are provided by Burien's Building Official and our three inspectors. The following chart shows the number of plan reviews and inspections performed by Burien staff on behalf of Normandy Park:

<b>INSPECTIONS</b>	<b>1st q 2006</b>	<b>2nd q 2006</b>	<b>3<sup>rd</sup> q 2006</b>	<b>4th q 2006</b>	<b>2006 Totals</b>	<b>1<sup>st</sup> q 2007</b>	<b>2<sup>nd</sup> q 2007</b>	<b>3rd q 2007</b>	<b>4th q 2007</b>	<b>2007 Totals</b>	<b>1<sup>st</sup> q 2008</b>	<b>2<sup>nd</sup> q 2008</b>
No. of Plan Reviews	4	9	29	6	48	17	21	16	23	77	15	19
No. of inspections	136	131	200	205	672	221	272	402	347	1242	392	333
No. of work days in quarter	62	64	63	60	249	62	64	63	62	251	62	64
Average No. of inspections per day	2.2	2	3.2	3.5	2.7	3.6	4.3	6.4	5.6	4.9	6.3	5.2

## 7. LAND USE PRE-APPLICATION MEETINGS:

Pre-application meetings are required for most planning and land use-related actions. Meetings are held every other Thursday for up to 4 pre-application reviews. Staff from planning, building, public works, fire, and police attends as needed to discuss fatal flaws and to identify various requirements for a proposed development. A written report is provided to the applicant, as well as meeting minutes. Although this service requires a substantial amount of staff time, it has proven to be valuable to both the applicant and the city and helps to expedite the formal review later in the process. The following chart shows the number of pre-application reviews by project type.

<b>Pre-Application Project Type</b>	<b>2005 Totals</b>	<b>1<sup>st</sup> q 2006</b>	<b>2<sup>nd</sup> q 2006</b>	<b>3rd q 2006</b>	<b>4<sup>th</sup> q 2006</b>	<b>2006 Totals</b>	<b>1<sup>st</sup> q 2007</b>	<b>2<sup>nd</sup> q 2007</b>	<b>3rd q 2007</b>	<b>4th q 2007</b>	<b>2007 Totals</b>	<b>1<sup>st</sup> q 2008</b>	<b>2<sup>nd</sup> q 2008</b>
Short Plat (4 or fewer lots)	28	3	7	4	4	18	6	3	2	3	14	4	1
Subdivision (5 or more lots)	3	0	4	2	1	7	0	3	1	1	5	1	2
Multi-Family	4	0	1	0	3	4	1	0	0	0	1		2
Critical Area Review— Single-Family	19	3	4	2	2	11	2	4	4	7	17	1	3
Critical Area Review—Other	2	0	2	0	1	3	1	0	0	0	1		1
Commercial/Mixed Use— New	14	1	2	3	1	7	2	4	0	2	8	3	1
Commercial/Mixed Use— Addition, Renovation	3	1	1	2	0	4	3	0	3	1	7		1
Change of Use	3	0	1	0	0	1	1	0	0	0	1	1	
Other	7	3	2	2	3	10	1	1	0	0	2	2	2
<b>TOTALS</b>	<b>83</b>	<b>11</b>	<b>24</b>	<b>15</b>	<b>15</b>	<b>65</b>	<b>17</b>	<b>15</b>	<b>10</b>	<b>14</b>	<b>56</b>	<b>12</b>	<b>13</b>

## 8. LAND USE APPLICATIONS:

We received the following types of planning and land use applications, categorized as shown below.

Project Type	2005 TOTALS	2006 TOTALS	1 <sup>st</sup> Q 2007	2 <sup>nd</sup> Q 2007	3rd Q 2007	4th Q 2007	2007 TOTALS	1 <sup>st</sup> Q 2008	2 <sup>nd</sup> Q 2008
Accessory Dwelling Unit	11	3	1	4		6	11	5	1
Critical Area Review—Admin.	1	5	1	3		3	7	1	1
Critical Area Review—Type 1	7	3	2				2		1
Lot Line Adjustment	7	2	7	3	3	2	15	1	1
Land Use Review—Type 1	9	15	2	2	5		9	1	1
Land Use Review—Type 2	3	0			1		1		1
Land Use Review—Type 3	2	3					0		
Master Sign Plan	1	1	1				1	1	
Multi-Family Tax Exemption	0	0	1				1		
Rezone	0	1					0		
Shoreline Exemption	2	4		2	3	2	7	1	
Short Plat--Preliminary	18	11	5	1	4	1	11	2	1
Short Plat--Final	8	9	4	3	2	6	15	1	2
Subdivision--Preliminary	3	3		1	2	1	4		
Subdivision--Final	1	3					0		
Tree Removal Permit	15	16	2	5	5	5	17	2	4
Temporary Use Permit	13	9		3	3	1	7		2
<b>TOTALS</b>	<b>101</b>	<b>88</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>27</b>	<b>108</b>	<b>15</b>	<b>15</b>



## 9. LAND USE DECISIONS:

We issued 4 planning/land-use related decisions in the 2nd quarter of 2008. The following lists the planning and land use-related decisions that have target issuance dates.

APPLICANT	PERMIT NUMBER	REVIEW PROCESS	REVIEW TARGET (days)	CITY REVIEW TIME (days)	MET TARGET?
Anna Nguyen Short Plat	PLA-07-2307	Short Plat—Administrative	120	99	Yes
Rehabitat NW Subdivision	PLA-07-1574	Type III Land Use Review	120	157	No
Young Short Plat	PLA-08-0265	Short Plat—Administrative	120	47	Yes
Big Mountain Subdivision	PLA-07-1894	Type III Land Use Review	120	152	No
<b>AVERAGE</b>				<b>114</b>	
<b>MEDIAN</b>				<b>126</b>	

Type I Review: Administrative (Director) decision

Type II Review: Hearing Examiner hearing and decision

Type III Review: Hearing Examiner recommendation and City Council decision

## LAND USE DECISIONS--ANNUAL SUMMARY:

	2000	2001	2002	2003	2004	2005	2006	2007	2008 (thru June)
Number of Decisions Issued	16	14	34	20	28	43	34	30	6
Percent Issued By Target Date	69%	50%	65%	68%	79%	74%	79%	67%	50%